

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

Amendment No.1 to the
Professional Services Agreement
with the DLR Group for the
design of the Service Center
Redevelopment Project

Briefing

Proposed Action

Consent

Action

First Reading

Second Reading

Third Reading

Public Hearing

COUNCIL BILL #

Originating Department

Contact Person

Phone Number

FOR AGENDA OF

Public Works

Dave Davis

425-257-8913

August 31, 2016

Initialed by:

Department Head

CAA

Council President

db
gmm

Location

3200 Cedar Street

Preceding Action

Professional Services
Agreement

Attachments

Amendment No.1

Department(s) Approval

Public Works

Amount Budgeted	\$2,243,747	
Expenditure Required	\$2,243,747	Account Number(s):
Budget Remaining	\$2,197,547	Public Works – Fund 401
Additional Required	-0-	

DETAILED SUMMARY STATEMENT:

The City conducted an extensive Request for Qualifications process to select the design firm for the Service Center Redevelopment Project (Project). The process was intended to provide the City the opportunity to utilize the same design firm for the multiple phases involved in the design of this Project. The DLR Group was selected.

For the first and smallest phase of the Project, the City contracted with DLR in the amount of \$240,000 for a master plan for the Public Works and Transit departments plus cost estimates for the Project. To date, \$46,200 has been paid on Phase 1.

Phase two calls for a schematic design and design development service for five buildings to be located at Pacific Avenue and Cedar Street: office, maintenance office, maintenance shops, warehouse, and garage/covered parking. This second phase is to be added to the DLR contract by the proposed Amendment No. 1. The phase two amount in the amendment is \$2,003,747.

As planned, there will likely be one or more additional design phases. Each phase will be added to the DLR contract by subsequent amendments brought to City Council as the Project progresses.

In summary:

Original Contract (Phase One):	\$240,000
Proposed Amendment No. 1 (Phase Two):	\$2,003,747
Total	\$2,243,747

RECOMMENDATION (Exact action requested of Council):

Authorize the Mayor to sign Amendment No.1 to the Professional Services Agreement with the DLR Group for the design of the Service Center Redevelopment Project in the amount of \$2,003,747.

**AMENDMENT NO. 1
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF EVERETT
AND DLR GROUP**

This Amendment No.1 is dated for reference purposes August 31, 2016. It is by and between the City of Everett, a municipal corporation under the laws of the State of Washington ("City") and DLR Group ("Service Provider").

RECITALS

A. The City and Service Provider are parties to the Professional Services Agreement dated May 17, 2016 (the "Agreement").

B. The City and the Service Provider desire to amend the Agreement for the purpose of adding design services for the Service Center Redevelopment Project.

AGREEMENT

The City and Service Provider agree as follows:

1. The Agreement is modified so that time of beginning and completion are as follows:

Time of Beginning and Completion of Performance: This Agreement shall commence as of the date of execution of this Agreement and shall be completed by April 30, 2017.

2. The Agreement is modified so that total compensation, including all services and expenses, shall not exceed \$2,243,747.
3. The Work is modified to add the Work shown on Exhibit A to this Amendment.
4. Regardless of the date(s) on which this Amendment is signed by the parties, the parties agree that the Agreement has been continuously in effect since May 17, 2017.
5. All provisions in the Agreement shall remain in effect except as expressly modified by this Amendment.

**CITY OF EVERETT
WASHINGTON**

DLR GROUP

By: _____
Ray Stephanson, Mayor

Signature: _____
Typed/Printed Name: _____
Title: _____

Date

Date

ATTEST:

APPROVED AS TO FORM:

Sharon Fuller, City Clerk
Date: _____

James D. Iles, City Attorney
Date: _____

**EXHIBIT A
AMENDEMENT NO. 1
SCOPE OF WORK**

PROFESSIONAL SERVICES SCOPE

The scope of services for Amendment No. 1 for the Service Center Redevelopment Project shall include Schematic Design services and Design Development services for five buildings (Office, Maintenance Office, Maintenance Shops, Warehouse, and Garage/Covered Parking) to be located at Pacific Avenue and Cedar Street.

SCHEMATIC DESIGN SERVICES

In the Schematic Design Phase, the A/E provides those services necessary to prepare Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the City. Design should be conceptual in character, based upon requirements developed during the Master Plan approved by the City. Schematic design includes the following:

Project Administration

Services consisting of schematic design administrative functions including consultation, meetings and correspondence, and progress design review conferences.

Disciplines Coordination

Coordination between the architectural work and the engineering work and other involved consultants for the project.

Document Checking

Review and coordination of project documents.

Consulting Permitting Authority

Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes.

Data Coordination User Agency

Review and coordination of data furnished for the project by the City.

Architectural Design

Services responding to scope of work (Master Plan) requirements and consisting of preparation of conceptual site and building plans, schematic sections and elevations, preliminary selection of building systems and materials, development of approximate dimensions, areas and volumes.

Structural Design

Services consisting of recommendations regarding basic structural material and systems, analysis, and development of conceptual design solutions.

Mechanical Design

Services consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for energy sources/conservation, heating, ventilating and air conditioning (HVAC), plumbing, fire protection, and general space requirements.

Electrical Design

Services consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analysis and development of conceptual design solutions for power service and distribution, lighting, communication raceways, fire detection and alarms, and general space requirements.

Civil/Site Design

Services consisting of site planning including layout of site features, building position, preliminary grading, location of paving for walkways, driveways and parking, and fencing locations. Also included are the normal connections required to service the building such as water, drainage and sanitary systems, if applicable.

Specifications

Services consisting of preparation for City's approval of proposed development of architectural outline specifications, and coordination of outline specifications of other disciplines.

Materials Research

Services consisting of identification of potential of architectural materials, systems and equipment.

Scheduling

Services consisting of reviewing and updating previously established project schedules or initial development of schedules for decision-making, design, and documentation.

Cost Estimating

Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Costs shall reflect the level of design elements presented in the Schematic Design documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist the City with analyzing scope, schedule, and budget options to stay within the MACC.

Presentations

Services consisting of appropriate presentation(s) of Schematic Design documents by the A/E to City representatives.

Completion of Performance

The Schematic Design services shall be completed by December 31, 2016

Compensation

The compensation for the Schematic Design services shall be a lump sum of \$1,147,177.00 per the attached Design Services Fee Proposal dated August 17, 2016.

DESIGN DEVELOPMENT SERVICES

In the Design Development Phase, the A/E shall provide those services necessary to prepare from the approved Schematic Design Documents, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire project for approval by the City. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation. Design Development includes the following:

Project Administration

Services consisting of design development administrative functions including consultation, meetings and correspondence, and progress design review conferences with the City.

Disciplines Coordination

Coordination of the architectural work and the work of engineering with other involved consultants for the project.

Document Checking

Review and coordination of documents prepared for the project.

Permitting Authority Consulting

Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.

User Agency Data Coordination

Review and coordination of data furnished for the project by the City.

Architectural Design

Services consisting of continued development and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections and elevations, typical construction details, three-dimensional sketches, materials selections, and equipment layouts.

Structural Design

Services consisting of continued development of the specific structural system(s) and Schematic Design Documents in sufficient detail to establish basic structural system and dimensions, structural design criteria, foundation design criteria, preliminary sizing of major structural components, critical coordination clearances, and outline specifications or materials lists.

Mechanical Design

Services consisting of continued development and expansion of mechanical Schematic Design Documents and development of outline specifications or materials lists to establish approximate equipment sizes and capacities, preliminary equipment layouts, required space for equipment, chases and clearances, acoustical and vibration control, visual impacts, and energy conservation measures.

Electrical Design

Services consisting of continued development and expansion of electrical Schematic Design Documents and development of outline specifications or materials lists to establish criteria for lighting, electrical and communication raceways, approximate sizes and capacities of major components, preliminary equipment layouts, required space for equipment, chases, and clearances.

Site Design

Services consisting of continued development of civil/site Schematic Design documents and development of outline specifications required for the project that are normally prepared by the architect.

Specifications

Services consisting of preparation for City's approval the development of architectural outline specification, coordination of outline specifications of other disciplines, and production of design manual including design criteria, and outline specification of materials list.

Scheduling

Services consisting of reviewing and updating previously established schedules for the project.

Cost Estimating

Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Cost shall reflect the level of design elements presented in the Design Development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist user agency with analyzing scope, schedule and budget options to stay within the MACC.

Presentations

Services consisting of appropriate presentation(s) of Design Development documents by the A/E to City representatives.

Completion of Performance

The Design Development services shall be completed by April 30, 2017.

Compensation

The compensation for the Design Development services shall be a lump sum of \$856,570.00 per the attached Design Services Fee Proposal dated August 17, 2016

Amendment No.1 - Compensation

A breakdown of Amendment No.1 compensation is as follows:

Schematic Design Services	\$1,147,177
<u>Design Development Services</u>	<u>\$ 856,570</u>
Amendment No.1 - Compensation	\$2,003,747

**Everett Service Center Redevelopment
Design Services Fee Proposal**

Basic Services per State of Washington Fee Guidelines July 2015 Version on a project scope of \$53,200,000 (MACC+Contingency) Schedule 'B'

	Basic Fee %	Basic Services Fee
Base A&E Fee	6.111%	\$ 3,250,875
Additional Services per State of Washington Fee Guidelines		
Renderings and Models		Included
Interior Design		240,000
FF&E Purchase Coordination		45,000
Environmental Graphics		17,500
Wayfinding		29,500
Educational Graphics		5,250
GCCM Coordination & Multiple Bid Packages		105,000
Weekly On-site CA Administration (Basic Services = Bi-monthly)		151,200
Demolition drawings and documentation of existing structures		30,000
Energy Life Cycle Cost Analysis		53,000
Daylighting Analysis		12,000
LEED Energy Model & Technical Credits		95,000
LEED Certification Documentation Process		135,000
City-Wide IT Data Center		150,000
Envelope Consultant		40,000
Shops Consultant		112,940
Cost Estimating (30%, 60%, 90% reconciliation)		100,880
Civil Engineering Consultant (on site & off site)		354,000
Traffic		15,300
Landscape		23,432
Subconsultant Markup		64,655
Subtotal Additional Services		\$ 1,779,657
Design Fee Contingency (5% held in reserve for Owner authorization)		\$ 251,527
DLR Group Reimbursable Costs, Design Printing, Mailing.		\$ 125,763
Note: Expenses to be included in the lump sum fee for design services		
Total Design Services		\$ 5,407,822

Total Design Services

Amendment 1
(through April 30, 2017)

	SD	DD
\$	747,701	422,614
\$	31,200	55,200
\$	-	11,250
\$	4,025	2,275
\$	3,835	6,785
\$	683	1,208
\$	26,250	26,250
\$	-	-
\$	22,500	7,500
\$	5,300	26,500
\$	3,000	7,800
\$	9,500	47,500
\$	13,500	40,500
\$	34,500	19,500
\$	4,000	16,000
\$	25,976	14,682
\$	25,220	35,308
\$	81,420	46,020
\$	1,530	9,180
\$	5,389	3,046
\$	14,871	8,405
\$	312,699	384,909
\$	57,851	32,698
\$	28,925.56	16,349.23
\$	1,147,177	856,570
	Amendment 1	2,003,747